Kuali Research: Approver Guide

Kuali Research Help Contact: kr-help@umd.edu
Last updated: 04/05/19
Locating a Routed Proposal

As an Approver, you may open the proposals you need to approve in two ways. You may reference the email notification you receive or you can use your Action List in Kuali Research.

Method #1 - Open Proposal by Email Notification

For proposals created on or after June 21, 2018, you will receive an email from “kr-actionlist@umd.edu” with a subject of Kuali Research Action - Proposal - APPROVE - PI: [PI NAME] - Due Date: [DUE DATE] - Lead Unit: [LEAD UNIT #] - Sponsor: [SPONSOR NAME] - Title: [TITLE]

In the email, click on the Document link in blue.

This link will open the proposal on the Summary/Submit Section of the proposal.

For proposals created before June 21, 2018, you will receive an email from “kr-actionlist@umd.edu” with a subject of Action List Reminder.

In the email, copy and paste to the link under [To respond to this eDoc] to a web browser.

This link will open the proposal on the Summary/Submit Section of the proposal.
Method #2 - Open Proposal from Action List

Click [Action List] on the top Menu

---

**Primary Approver or Secondary Approver**

If you are the Primary Approver or a Secondary Approver, you will see proposals in your action list for you to approve. These proposals will have a Route Status of “ENROUTE” and Action Requested of “APPROVE”.

To approve the proposal, click on the ID link, and the proposal will be opened on the Summary/Submit page. You may optionally click the “show” button to view a limited summary of the proposal.

---

**NOTE: For CICs and ORA Approvals**

If you do not see the proposal you are expecting to see in your Action List, then check to see if you have a Secondary Delegations dropdown. If you don’t have the dropdown visible, then the following section does not apply to you. Typically this will apply only to CICS proposals or ORA Approvers.

Click on the “All Secondary Delegations” dropdown list first to view all proposals you are a backup for.

---

The list will be refreshed and show only proposals you are a secondary (backup) approver on. These proposals will have a Route Status of “ENROUTE”, Action Requested of “APPROVE”, and show the Delegator (Primary Approver) of the proposal. NOTE: You may optionally filter the secondary delegations list by individual Primary Approver by clicking on their name in the dropdown list.
**Reviewing the Proposal**

Once you’ve opened the proposal, the Summary/Submit Section allows you to easily view most details of the proposal all within the same section.

<table>
<thead>
<tr>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
</tr>
<tr>
<td>Routing</td>
</tr>
<tr>
<td>Approved</td>
</tr>
</tbody>
</table>

- **Proposal Summary Tab**: Basic proposal details (Title, PI, Lead Unit, Prop #, Dates, Sub?, Sponsor, Deadline)
- **Personnel Tab**: All personnel listed on the project and their certification answers
- **Credit Allocation Tab**: DRIF/Credit Split allocation
- **Compliance Tab**: All Special Review items that apply to this proposal
- **Attachments Tab**: All Proposal, Personnel, and Internal attachments are available to be viewed
- **Questionnaires Tab**: All questionnaire questions and answers
- **Supplemental Info Tab**: Info such as Admin Costs, IDC Rate, Type, & Reason, Sponsor & Budget Contacts.
- **Keywords Tab**: UMD does not use
- **Budget Summary Tab**: Displays budget details by period and totals, personnel and non-personnel costs.

**Approving the Proposal**

Once you’re ready to approve the proposal, click the [Approve] button at the bottom of the Summary/Submit page.
Approving at more than one stop
If you are an approver at more than one stop, you will need to either search for the proposal again under Unit > Proposal Development or return to the Action List and click on the action list item again. Note: if you are the Primary or Secondary Approver, you may need to adjust the drop down list to see the Doc ID in the list.

Proposal Return
If you spot any problems and would like to “Return” the proposal back to the Aggregator for correction, you may click on the [Return] button. This will take the proposal out of the routing process to be corrected and will need to be resubmitted by the aggregator to repeat the approval routing process. You may alternatively contact the aggregator outside of Kuali Research directly if you wish to report an issue.

Click [Return] at the bottom of the page
You must enter a Return Reason, which will be shown as an annotation on the route log.

Viewing the Approval Status
If you wish to see who has approved a proposal or review where the proposal is in the routing process, you may click on the Summary/Submit section of the proposal and then click on the [View Route Log] button at the bottom.

Once the Route log is open, view the Pending Action Requests panel. This panel shows each approval stop that the proposal must fulfill, in order from top to bottom, before being submitted to the sponsor. Any actions already taken in the approval process will be shown in the Actions Taken panel.
NOTE: The route log is made up of 4 different panels.

- **ID**: General Information on the Proposal
- **Actions Taken**: Shows what actions have already taken place in the approval process
- **Pending Action Requests**: Shows remaining actions left in the approval process
- **Future Action Requests**: If currently in the approval process this will be blank. This shows what actions will take place prior to routing.
# KR Notification Emails

KR Notification Emails all come from [kr-actionlist@umd.edu](mailto:kr-actionlist@umd.edu)

<table>
<thead>
<tr>
<th>Action</th>
<th>Email Subject</th>
<th>Email Message</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Created (Not a Copy)</td>
<td>Proposal No. [PROPDEV #] in Department [LEAD_UNIT# - LEAD_UNIT_NAME] has been created by [INITIATOR]</td>
<td>Attention Office of Sponsored Programs Proposal No. [PROPDEV#] has been created in Kuali Research. Proposal No: [PROPDEV#] Proposal Initiator: Basic10 User Department: [LEAD_UNIT# - LEAD_UNIT_NAME] [SPONSOR# - SPONSOR NAME] Proposal Title: [TITLE] Due Date: [DUE_DATE]</td>
<td>Contract Administrator, Unit Administrators</td>
</tr>
<tr>
<td>Notify Investigator Certification Required</td>
<td>Regarding your involvement in Development Proposal [TITLE]</td>
<td>Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] LINK Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] Deadline Date: [DEADLINE_DATE]</td>
<td>The Investigator Notified</td>
</tr>
<tr>
<td>All Proposal Persons Certification Completed (note: this will be sent when all named personnel listed certify, regarding the role)</td>
<td>All Proposal Persons Certification Completed for [PROPDEV#]</td>
<td>All of the Proposal Person Certifications are completed. Proposal Details as follows: Document Number: [DOC ID#] Proposal Number: [PROPDEV#] Proposal Title: [TITLE] Principal Investigator: [PI_NAME] Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME] Sponsor: [SPONSOR# - SPONSOR NAME] Deadline Date: [DEADLINE_DATE]</td>
<td>Initiator</td>
</tr>
<tr>
<td>Proposal is ready for approval for Primary Approver (Proposal Created prior to 6/21/2018)</td>
<td>Action List Reminder</td>
<td>Your Action List has an eDoc(electronic document) that needs your attention: Document ID: [DOC ID#] Initiator: [AGGREGATOR] Type: Add/Modify ProposalDevelopmentDocument Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; Sponsor: [SPONSOR]; Due Date: [DUE_DATE] To respond to this eDoc: Go to <a href="https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&amp;docId=%5BPROPDEV#%5D&amp;command=displayActionListView">https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&amp;docId=[PROPDEV#]&amp;command=displayActionListView</a> Or you may access the eDoc from your Action List: Go to <a href="https://umd-sbx.kuali.co:/res/kew/ActionList.do">https://umd-sbx.kuali.co:/res/kew/ActionList.do</a>, and then click on the numeric Document ID: [DOC ID#] in the first column of the List. To view the route log of this document: Go to <a href="https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId=%5BDOC">https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId=[DOC</a> ID#] To change how these email notifications are sent(daily, weekly or none): Go to <a href="https://umd-sbx.kuali.co:/res/kew/Preferences.do">https://umd-sbx.kuali.co:/res/kew/Preferences.do</a> For additional help, email <a href="mailto:kr-actionlist@umd.edu">mailto:kr-actionlist@umd.edu</a></td>
<td>Approver</td>
</tr>
<tr>
<td>Action</td>
<td>Email Subject</td>
<td>Email Message</td>
<td>Recipient</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Proposal is ready for approval for Secondary Approver (Proposal Created prior to 6/21/2018)</td>
<td>Action List Reminder</td>
<td>Document ID: [DOC ID#] Initiator: [AGGREGATOR] Type: Add/Modify ProposalDevelopmentDocument Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI NAME]; Sponsor: [SPONSOR]; Due Date: [DUE DATE] To respond to this eDoc: Go to <a href="https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&amp;docId=%5BPROPDEV#%5D&amp;command=displayActionListView">https://umd-sbx.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&amp;docId=[PROPDEV#]&amp;command=displayActionListView</a> Or you may access the eDoc from your Action List: Go to <a href="https://umd-sbx.kuali.co:/res/kew/ActionList.do">https://umd-sbx.kuali.co:/res/kew/ActionList.do</a>, and then click on the numeric Document ID: [DOC ID#] in the first column of the List. To view the route log of this document: Go to <a href="https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId=%5BDOC">https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId=[DOC</a> ID#] To change how these email notifications are sent(daily, weekly or none): Go to <a href="https://umd-sbx.kuali.co:/res/kew/Preferences.do">https://umd-sbx.kuali.co:/res/kew/Preferences.do</a> For additional help, email <a href="mailto:kr-actionlist@umd.edu">mailto:kr-actionlist@umd.edu</a></td>
<td>Secondary (Alternate) Approver</td>
</tr>
<tr>
<td>Action</td>
<td>Email Subject</td>
<td>Email Message</td>
<td>Recipient</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td>---------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| Proposal Approved by Another Approver | Proposal [PROPDEV#] Approved by Another User | Prop Dev Number [PROPDEV#]  
PI: [PI_NAME]  
Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME]  
Sponsor Name: [SPONSOR# - SPONSOR NAME]  
Title: [TITLE]  
Deadline: [DEADLINE_DATE]  

[PI_NAME]'s Proposal [PROPDEV#] has been approved by another user.  
You can view this proposal through KC at the following address:  
[Open document (LINK)]  
If you have questions, please contact [PROPOSAL INITIATOR USERID]  
Thank you | Other Approvers on Current Stop |
| Proposal Returned by Approver | [PI_NAME]'s Proposal [PROPDEV#] has been returned to the Aggregator | Prop Dev Number [PROPDEV#]  
PI: [PI_NAME]  
Lead Unit: [LEAD_UNIT# - LEAD_UNIT_NAME]  
Sponsor Name: [SPONSOR# - SPONSOR NAME]  
Prime Sponsor Name: [PRIME_SPONSOR# - PRIME_SPONSOR NAME]  
Title: [TITLE]  
Deadline: [DEADLINE_DATE]  
Sponsor Announcement: [OPPORTUNITY_ID# - OPPORTUNITY_TITLE]  

[PI_NAME]'s Proposal 37261 has been returned to the Aggregator.  
You can view this proposal through KC at the following address:  
[Open document (LINK)]  
The referenced proposal has been returned to the Aggregator for revisions and has been removed from your action list. This notification has been sent to all approvers at this stop.  
If you have questions, please contact [PROPOSAL INITIATOR USERID]  
Thank you | Other Approvers on Current Stop |
| Proposal Recalled | Action List Reminder | Your Action List has an eDoc(electronic document) that needs your attention:  
Document ID: [DOC ID#]  
Initiator: [AGGREGATOR]  
Type: Add/Modify ProposalDevelopmentDocument  
Title: [TITLE]; Proposal No: [PROPDEV#]; PI: [PI_NAME]; [SPONSOR]; Due Date: [DUE_DATE]  

To respond to this eDoc:  
Go to  
Or you may access the eDoc from your Action List:  
Go to https://umd-sbx.kuali.co:/res/kew/ActionList.do, and then click on the numeric Document ID: [DOC ID#] in the first column of the List.  
To view the route log of this document:  
Go to https://umd-sbx.kuali.co:/res/kew/RouteLog.do?documentId=[DOC ID#]  
To change how these email notifications are sent(daily, weekly or none):  
Go to https://umd-sbx.kuali.co:/res/kew/Preferences.do  
For additional help, email <mailto:kr-actionlist@umd.edu>  
Action Item sent to [AGGREGATOR] | Aggregator that Recalled the Proposal |
<table>
<thead>
<tr>
<th>Action</th>
<th>Email Subject</th>
<th>Email Message</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Approval Completed - Created Institute Proposal Record</td>
<td>[LEAD UNIT#] - Proposal [PROPDEV#] is submitted</td>
<td>The Proposal [PROPDEV#] has been submitted to sponsor. The institute proposal number is [IP#].</td>
<td>Aggregators, Added Recipients [Prompted by User]</td>
</tr>
<tr>
<td>Attachment Updated During Approval Routing</td>
<td>[LEAD UNIT#] - Notification: Narrative added to proposal: [PROPDEV#]</td>
<td>A new attachment is uploaded for Proposal: 37256, Module No. 1 have been changed. Narrative Type: [ATTACHMENT_TAB] Module Description: [TITLE_OF_ATTACHMENT]</td>
<td>Past Approvers, Added Recipients [Prompted by User]</td>
</tr>
<tr>
<td>Data Override Update Took Place During Routing</td>
<td>[LEAD UNIT#] - Notification</td>
<td>[FIELD_CHANGED] for proposal [PROPDEV#] has been changed to [COMMENT]</td>
<td>Aggregators, OSP Admin (CA), Added Recipients [Prompted by User]</td>
</tr>
</tbody>
</table>

Still have questions?
We’re here to help!
Email Kuali Research Help: kr-help@umd.edu